



Melvin Hughes  
Local Government Modernisation and  
Efficiency Division Branch 4  
Office of the Deputy Prime Minister  
Zone 3/J6  
Eland House  
Bressenden Place  
London  
SW1E 5DU

To:

Chief Executives  
Local Authorities in England

Chief Fire Officers  
Fire Authorities in England

Clerks  
Passenger Transport Authorities in  
England

The Principal Solicitor  
South Yorkshire Pensions Authority

Chief Executives  
Purchasing Organisations in England

Fax: 020 7944 4994  
Web site: [www.odpm.gov.uk](http://www.odpm.gov.uk)

Please reply to:  
[ben.ankrah@odpm.gsi.gov.uk](mailto:ben.ankrah@odpm.gsi.gov.uk)

7 October 2005

Dear Sir/ Madam,

## **EU STATISTICS ON UTILITIES SECTOR PROCUREMENT - ANNUAL RETURN FOR CALENDAR YEAR 2004**

1. The Utilities Contracts Regulations 1996 requires utilities to provide reports of the total estimated value of supplies, works and service contracts awarded by them in each of the areas of activity to which the Regulations apply, but which were excluded from them because their estimated value was below the threshold. In addition the Utilities (Amendment) Regulations 2001 require certain utilities to provide information on above threshold contracts.
2. These statistics are collected and forwarded to the European Commission, via the Office of Government Commerce. In my letter of 20 May 2005, we indicated that upon receiving further instructions from the Office of Government Commerce, we shall be requesting for information on Utility contracts. We have now received those instructions and are therefore seeking information on contracts awarded in the year 2004. The relevant thresholds for this exercise are:

### **Supplies and Services**

Water, Electricity, Urban Transport Airports and Ports	£306,753
Oil, Gas Coal and Railway	£258,923
Telecoms Sector	£388,385

## Works

Water, Electricity, Urban Transport <sup>1</sup> Airports and Ports	£3,834,411
Oil, Gas Coal and Railway	£3,236,542
Telecoms Sector	£3,236,542

3. I should be grateful if you would return the enclosed spreadsheet (Annex 2) **by Friday 18 November 2005.**
4. Contracting authorities should note that returns should be made using the CPV codification system rather than the NACE, NIPRO and service categories used hitherto. The relevant code can be obtained from the contract notice or contract award notice used for the procurement in question. Alternatively they can be downloaded from the SIMAP website – <http://simap.eu.int/>
5. This note should be forwarded to the official in your authority with responsibility for completing the annual exercise. Please note that all returns, even if they are **nil** returns, should be submitted electronically using the excel spreadsheet, for ease of reference, this has been reproduced at Annex 2 and can be accessed on the ODPM website [http://www.odpm.gov.uk/stellent/groups/odpm\\_control/documents/contentservertemplate/odpm\\_index.hcst?n=8109&l=5](http://www.odpm.gov.uk/stellent/groups/odpm_control/documents/contentservertemplate/odpm_index.hcst?n=8109&l=5)
6. The Guidance Notes (Annex 1) should be read prior to filling out the spreadsheet and if for any reason you are unable to meet the deadlines or need further information, please contact **Ben Ankrah** (details as below).

Ben Ankrah  
Office of the Deputy Prime Minister  
Local Government Efficiency and Modernisation Division  
Zone 3/G6 Eland House  
Bressenden Place  
London, SW1E 5DU  
Tel: 020 7944 6437  
Fax: 020 7944 4994

Email: [ben.ankrah@odpm.gsi.gov.uk](mailto:ben.ankrah@odpm.gsi.gov.uk)

Yours sincerely,

**Melvin Hughes**

### **Attachments:**

Guidance Notes	(Annex 1)
Spreadsheet for Utilities returns	(Annex 2)
Categories of Service	(Annex 3)